



Human Resources

DATE POSTED: May 20, 2005

REQ. # 05-121

**NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER**

2300 Virginia Avenue Fort Pierce, Fl. 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from 05-20-2005 TO 05-26-2005, but will remain open until filled.

DEPARTMENT/DIVISION
PUBLIC WORKS - ROAD & BRIDGE

POSITION AVAILABLE
TRAFFIC OPERATIONS TECHNICIAN

OF OPENINGS
1

STARTING SALARY
\$12.71 / hour

COMMENTS

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE 685
PAY GRADE 14
SALARY : \$12.71 - \$19.39
TRAFFIC OPERATIONS TECHNICIAN

MAJOR FUNCTION: Perform technical and administrative duties involving a variety of Traffic Operations tasks. Oversees the distribution and monitors completion of all Work Order Requests and maintenance of Inventory of necessary materials for completion of all traffic operations functions, under the supervision of the Traffic Operations Supervisor.

KNOWLEDGE, ABILITIES AND SKILLS NEEDED TO PERFORM THE ESSENTIAL JOB FUNCTIONS OF THE POSITION:

Knowledge: Knowledge of the MUTCD and County Ordinances, Florida Statutes and County Work Order Procedures. Ability to operate various Traffic Computer Programs. Capable of performing field operations for the Traffic Operations Section at a supervisory level.

Abilities: Ability to work independently. Ability to create and present various safety and training classes. Ability to communicate both verbally and in written form. Ability to create and maintain schedules. Ability to work in emergency situations. Ability to establish and maintain effective working relationships with consultants, the general public, employees and officials.

ESSENTIAL JOB FUNCTION: Duties include monitoring distribution and completion of all Traffic Operations work orders. Scheduling of field crews to insure efficient and effective completion of work orders. Maintaining inventory and ordering supplies as needed. Performs necessary site visits to insure proper work completed. Prepares monthly report of completed work orders and other work completed by Traffic Operations Maintenance staff. Monitors necessary equipment maintenance of all Traffic Operation equipment including the scheduling of necessary preventive maintenance. Performs special studies as requested by the Traffic Operations Supervisor. Assists in preparation of budget. Develop & implement safety & training programs for Traffic Operations employees. Maintains MSDS sheets for all chemicals. Performs related work as requested or assigned. Also, will be on an On-Call Status on a rotating basis.

ESSENTIAL PHYSICAL SKILLS: Walking, standing, use of both hands and fingers. Occasional heavy lifting (30 lbs or more). Frequent reaching above shoulders, kneeling, bending and squatting. Very frequent use of good near vision and good hearing.

ENVIRONMENTAL CONDITION REQUIREMENTS: Working outside in public areas under adverse weather conditions of cold, heat humidity and rain. Work inside in office atmosphere.

WORK HAZARDS: Working on public vehicular traffic areas in close proximity of others. Possible eyestrain due to heavy use of computer.

SAFETY EQUIPMENT USED OR NEEDED: Safety vest and working shoes.

EDUCATION: Graduation from an accredited high school, vocational school, or acceptable GED equivalency. A comparable amount of training or experience may be substituted for the minimum qualifications.

EXPERIENCE: Must have at least five (5) years experience of which two years must have been Supervisory. A comparable amount of training or experience may be substituted for the minimum qualifications in Traffic Engineering related duties.

LICENSE, CERTIFICATION OR REGISTRATION: Minimum IMSA Level II Signing and Marking certification, and Maintenance of Traffic (MOT) certification, or the ability to obtain within probationary period. Valid Florida driver's license and maintain a good driving record.

Union	Non-Union ✓	Exempt	Non-Exempt ✓
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